

Simpli quick tips & info

View inside portal - Dashboard

- You can see that 'Consents' and 'My Collaborations' are in separate places. Consents being ones that you have initiated, and Collaborations are ones you are a Collaborator on.

The screenshot shows the Simpli Dashboard with a sidebar on the left containing navigation links: Dashboard, Submissions, Consents, Collaborations, Templates, RFIs, Archives, and Help Centre. The main content area is titled 'Dashboard' and features an 'Announcement' banner for the 'New Building Guide Out'. Below this are two main sections: 'Submissions' and 'Consents'. The 'Submissions' section contains a table with columns for 'Submission' and 'Status', listing items like 'Building Consent - Form 2' (Accepted) and 'Solid Fuel Burner - Form 2' (Draft, Submitted, Draft). The 'Consents' section contains a table with columns for 'Consent' and 'Status', listing items like 'Solid Fuel Burner - Form 2' with various consent numbers and statuses (CCC - Received, Lodged, CCC - Issued, Issued). Both sections include 'View All' and 'New Submission' buttons. At the bottom, there is an 'Outstanding RFIs' section which is currently empty.

- Once inside a consent, this is what it looks like

The screenshot shows the details of a 'Solid Fuel Burner - Form 2' consent. At the top, there is a progress bar with stages: Lodged (active), Processing, RFI, Issued, Inspections, and CCC. Below the progress bar are tabs for 'Summary Details', 'Application Form', 'Forms', 'Collaborators', 'Documents', 'RFIs', 'Notifications', 'Payments', and 'Notes'. The 'Submission Details' section includes fields for 'Submission Ref', 'Status' (Lodged), 'Consent Number', 'Submitter', 'Building Consent Authority' (Invercargill City Council), 'Site Address', 'Building Complexity' (R1), and 'Date Submitted' (Thu 25 Mar 2021, 11:42 AM). The 'Owner Details' section includes fields for 'Owner name', 'Mailing address', 'Contact number', and 'Email address', with 'Change Owner' and 'Modify Owner' buttons. The 'Agent Details' section at the bottom states 'There is no active agent for this consent.'

How to apply for Code Compliance Certificate (ie Form 6)

- Go into your consent from your Dashboard. By doing from within the consent it will populate most of the form with the consent details already inputted.
- Go to 'Forms'
- Then 'Subsidiary applications'.
- From there you can complete the Form 6 – Application for Code Compliance Certificate.

Solid Fuel Burner - Form 2 - [REDACTED]

Lodged Processing RFI Issued Inspections CCC

Summary Details Application Form Forms Collaborators Documents RFIs Notifications Payments Notes

Subsidiary Applications

Submission Ref	Application	Status
No items to display		
+ New Submission		

Application Forms

Submission Ref	Form	Created	Download
[REDACTED]	Solid Fuel Burner - Form 2	Thu, 25 Mar 2021	Download >

New Submission

Amendment to Building Consent - Form 2
Use this form to apply for an Amendment to an existing Building Consent. [Apply Now](#)

Extension of Time
An extension of time may be issued at the council's discretion, either to issue a Code Compliance Certificate or to extend the time to start works. [Apply Now](#)

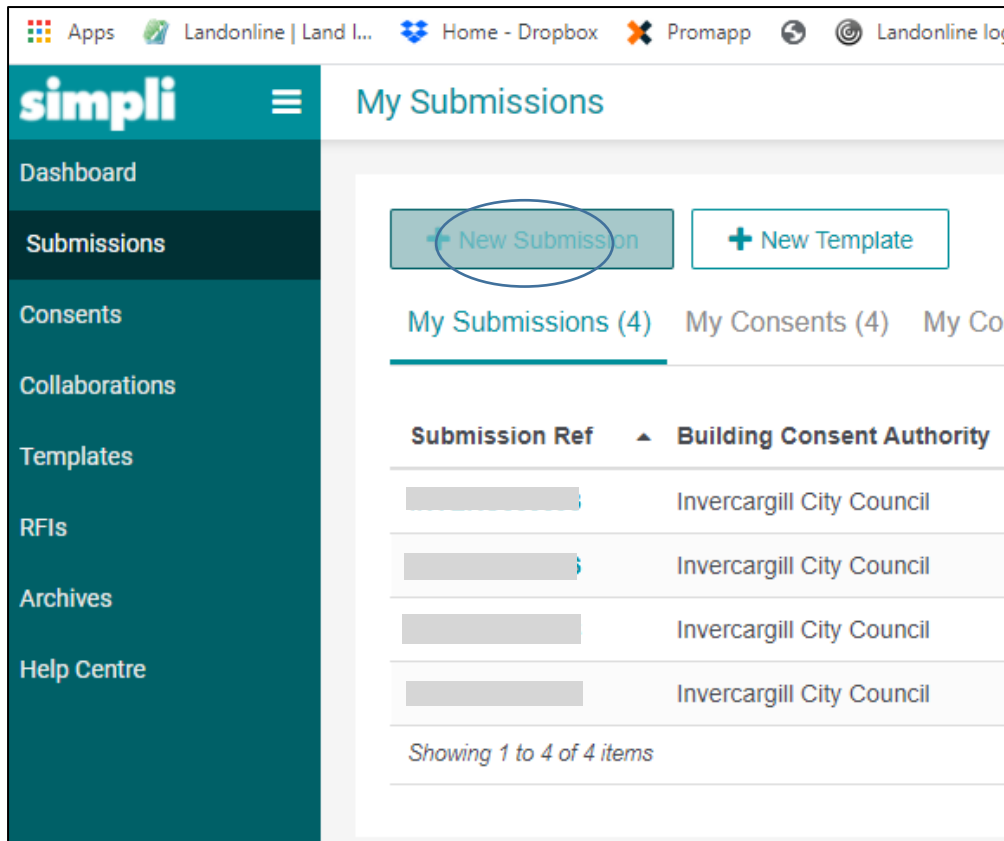
Notice of Owner Builder - Form 2C
A Notice of Owner-Builder should be used during the construction process when the Owner-Builder starts or stops using the Owner-Builder Exemption. [Apply Now](#)

Code Compliance Certificate - Form 6
A Code Compliance Certificate is issued when a job is finished and the council is satisfied building and plumbing work complies with the Building Code and the building consent. [Apply Now](#)

Memorandum from Licensed Building Practitioner: Certificate of Design Work - Form 2A
A Memorandum from Licensed Building Practitioner: Certificate of [Apply Now](#)

How to apply for Code Compliance Certificate (ie Form 6) on consents which are not shown on Simpli dashboard

A Form 6 application can be made in Simpli even for an old, paper-based consent files – ie consents that do not exist in Simpli. You can complete a Form 6 application from your dashboard and also attach information to it.



Documentation required for CCC, Code Compliance Certificate

- When council marks a document as required on their inspection software, it shows up as required on Simpli, too – you can see the list under ‘Documents / Required CCC Documents’.

The screenshot shows the 'Building Consent - Form 2' interface. At the top, there is a progress bar with four stages: 'Inspections' (active), 'CCC Received', 'CCC RFI', and 'CCC Issued'. Below the progress bar is a navigation menu with options: 'Summary Details', 'Application Form', 'Forms', 'Collaborators', 'Documents' (selected), 'RFIs', 'Inspections', 'Notifications', 'Payments', and 'Notes'. The main content area is titled 'Required CCC Documents' and includes a sub-header: 'Required CCC Documents'. Below this, a note states: 'CCC documents are documents requested by BCA that are required before a CCC can be issued.' A table lists the required documents:

Category	Document Name	Received	Download
Consent Documentation	As Built Drainage plan from Certifying Drainlayer		
Consent Documentation	Drainage information sheets for new street connection(s)		
Consent Documentation	Form 6 - Application for Code Compliance Certificate		

At the bottom of the table, there is a 'Download All' button.

- To upload a document, use the upload icon to the right of each document name – as soon as you have uploaded a document, council receives a notification.
- Although Form 6 will show as a required document, do not upload it from here – use the Form 6 procedure described above.
- If you wish to upload a document that is not in this list, you can go to Documents and ‘Request Upload’

The screenshot shows the 'Solid Fuel Burner - Form 2' interface. At the top, there is a progress bar with six stages: 'Lodged' (active), 'Processing', 'RFI', 'Issued', 'Inspections', and 'CCC'. Below the progress bar is a navigation menu with options: 'Summary Details', 'Application Form', 'Forms', 'Collaborators', 'Documents' (selected), 'RFIs', 'Notifications', 'Payments', and 'Notes'. The main content area features a 'Request Upload' button with a document icon and the text: 'If you would like to provide additional information to the building consent authority, please request this by clicking on the request upload button.' Below this is a section titled 'Approved Documents' with a sub-header: 'Approved Documents'. A note states: 'Approved documents are documents that the BCA has approved and uploaded.' A table lists the approved documents:

Category	Document Name	Uploaded	Download
No items to display			

Notifications

To	Subject	Date
Customer	[REDACTED] Status Changed to Inspections - Building Consent - Form 2	Fri 18 Jun 2021, 8:14 AM
Customer	[REDACTED] Approved Document Uploaded - Building Consent - Form 2	Tue 8 Jun 2021, 4:00 PM
Customer	Invoice for Payment	Tue 8 Jun 2021, 3:17 PM
Customer	[REDACTED] Status Changed to Lodged - Building Consent - Form 2	Tue 8 Jun 2021, 3:11 PM
Council	[REDACTED] Submission Lodged - Building Consent - Form 2	Fri 4 Jun 2021, 8:53 AM
Customer	[REDACTED] Submission Accepted - Building Consent - Form 2	Fri 4 Jun 2021, 8:53 AM
Customer	[REDACTED] Collaboration Invite Accepted - Building Consent - Form 2	Thu 3 Jun 2021, 6:03 PM
Council	[REDACTED] New Submission - Building Consent - Form 2	Thu 3 Jun 2021, 2:12 PM

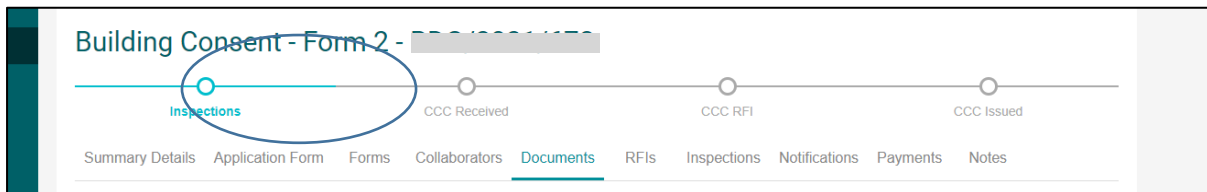
Showing 1 to 8 of 8 items

There are system generated notifications and also manual notifications. A System generated notification, for example, is when a consent is lodged. A manual notification is sent with invoice or to follow up payment when ready to issue.

Notifications do NOT stay in the Portal indefinitely – they disappear after a period of time.

Timeline

There is a timeline as to where the consent is at.



When a consent is issued it can go from 'Lodged' to 'Inspections'.